



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
MOTOR VEHICLE COMMISSION  
500 JAMES ROBERTSON PARKWAY - 2ND FLOOR  
NASHVILLE, TENNESSEE 37243-1153  
(615) 741-2711  
FAX (615) 741-0651**

## **HELPFUL INFORMATION FOR MOTOR VEHICLE DEALERS**

1. Upon receipt of your Motor Vehicle Dealer License Certificate, take the Certificate to your County Clerk to be recorded. Normally after recording the Clerk will issue dealer registration license plates.

2. Paper temporary plates (drive-out tags) are obtained from:

Title and Registration Division (615) 741-3101  
Department of Safety  
44 Vantage Way, Suite 160  
Nashville, TN. 37243-8050

Contact the T & R Division for proper temporary tag record keeping procedures.

3. Each employee of your dealership who is engaged in (or attempts to effect) the purchase (wholesale or retail) and/or sale of motor vehicles is required to be licensed under the dealership as a motor vehicle salesperson. Applications for salespersons are provided at the time the motor vehicle dealer license application is completed. Said applications are available by request to the above address or from your Motor Vehicle Commission Field Investigator. Reproduced copies are acceptable.

4. Display of vehicles for sale by licensed dealers at any other unlicensed location is prohibited. Motor vehicles are to be sold at the licensed location **ONLY**.

5. A renewal notice for your motor vehicle dealer license will be sent to your mailing address approximately forty-five (45) days **PRIOR** to the expiration date of your license. Please read the renewal notice carefully and send the renewal fee as instructed as well as send the Bond, or Bond rider or Bond Continuation Certificate to the address as instructed. **DO NOT SEND TOGETHER!** In order to avoid a penalty of 50% of the license fee as required by law, please complete the renewal requirements in a timely manner. If you do not receive your renewal notice, please contact your Field Investigator.

6. During early January of each year, all dealers will receive an ANNUAL SALES REPORT from this office. Follow the instructions and return to this Commission NO LATER THAN

February 15, of the same year (approximately 45 days). Failure to file this report on time can result in a penalty. Furthermore, County Clerks cannot issue dealer plates to you until  
**Page 2 - HELPFUL INFORMATION FOR MOTOR VEHICLE DEALERS**

this Commission notifies the County Clerk that your Annual Sales Report has been recorded. If promptly submitted, the County Clerk will be able to issue dealer plates in a timely manner. If you do not receive this sales reporting form by January 15, please contact your Field Investigator or the Commission office.

7. Any change in dealership address, location, ownership, or salesperson employment must be reported to this Commission within thirty (30) days from the date of the change. If a licensee closes the dealership, the license certificate must be returned to this office or the Motor Vehicle Field Investigator for your area. When going out of business, dealer plates must be returned to your County Clerk. As you travel in your community, please report any abandoned dealerships or closed dealerships to your Field Investigator.

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